

NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 East McDowell Road, Phoenix, AZ 85008-3495
PHONE (602) 267-2783; DSN 853-2783
WEBSITE: www.az.ngb.army.mil/hro
****TEMPORARY****
TECHNICIAN VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-190T

DATE: 08 JUN 2004

CLOSING DATE: 07 JUL 2004

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

TOOLS & PARTS ATTENDANT, WG-6904-06, TC09316000

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| APPOINTMENT FACTORS: | OFFICER () | WARRANT OFFICER () | ENLISTED (X) |
|-----------------------------|--------------------|----------------------------|-----------------------|

SALARY RANGE:

\$14.61 - \$17.05

SUPERVISORY () MANAGERIAL ()

NON-SUPERVISORY/NON-MANAGERIAL (X)

LOCATION OF POSITION:

WESTERN ARMY AVIATION TRAINING SITE (WAATS), MARANA, ARIZONA

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members of the Arizona Army National Guard**. Individual selected will receive a **Temporary Appointment NTE 12 months or upon return of the incumbent and may be extended an additional 12 months if the incumbent's mobilization is extended**. If a **Permanent employee** is selected they will receive the appropriate **Temporary Action NTE 12 months or upon return of the incumbent and may be extended an additional 12 months if the incumbent's mobilization is extended**. Acceptance of an Excepted Federal Civil Service position of over 179 days in length will cause termination for the Selected Reserve Incentive Program (BONUS). Individual selected will be required to take a pre-employment medical screening which will be paid for by the Agency. **PCS funds are not authorized**.

NATIONAL GUARD REQUIREMENTS: Excepted employees must wear the uniform prescribed by the Adjutant General. Acceptance of the position constitutes concurrence with this requirement. Once the selection is made, the candidate(s) must be a member of the Arizona (ARMY) National Guard (WAATS), qualify for and be placed in the following compatible AFSC/MOS/AOC: CMF: 13, 14, 15, 77, 88, 92

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program.

KNOWN PROMOTION POTENTIAL: NONE

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Ability to set up and efficiently operate a tool room to include an effective check out system and location I.D.
2. Knowledge and ability to set up and operate a storage and issue system for supplies.
3. Ability to identify and select items for issue.
4. Knowledge of issue items and ability to recommend substitutes/interchangeable items.
5. Ability to determine when tools and parts should be routed to shops for test, repair, or calibration.
6. Knowledge of administrative procedures used within the supply field to include requisition of parts and equipment using current regulations.
7. Ability to input and retrieve data from STAMIS systems.

INSTRUCTIONS FOR APPLYING: Individuals who meet the basic qualification requirements (General and Specialized Experience) may apply. **Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment) , or a Resume. OPTIONAL FORM 306 (DECLARATION FOR FEDERAL EMPLOYMENT) IS A REQUIRED FORM. FAILURE TO SUBMIT THIS FORM WILL CAUSE THE APPLICATION TO NOT BE CONSIDERED.** Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include; High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include; Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information all applications should include AZNG Forms 335-1-R (Military Brief), 335-2-R (Knowledge, Skill and Ability Supplement), and 335-4-R (Applicant Research Questionnaire). Applications will be accepted without the AZNG Forms. However, applications may not receive an adequate evaluation if these forms are not submitted. Applications must arrive in the HRO Office by close of business on closing date shown on announcement. All applicants must be citizens (or owe allegiance to the U.S.). **Applications submitted in postage paid federal envelopes or by government fax machines is a violation of federal law and will not be accepted. FAXED APPLICATIONS WILL NOT BE ACCEPTED.** For further information call 267-2783 or DSN 853-2783.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must fully substantiate on their application how they meet the requirements listed below in the Specialized Experience area; otherwise applicant will be considered unqualified for this position.

SPECIALIZED EXPERIENCE: Must have 18 months experience in verifying stock by opening, counting and visually checking the contents of the containers; experience in establishing stock location by considering such factors as use, size, shape and weight of items; experience in identifying correct nomenclature and stock number of items in order to locate stock for issue; experience in completing stock records by showing the names, quantities and locations of stock; experience in inventory of stock; experience in performing maintenance such as replacing wooden handles or handsaws, changing blades on power saws, and greasing or oiling power and hand tools.

BRIEF JOB DESCRIPTION: This position is located at the Western Army Aviation Training Site. Its purpose is taking charge of and independently operating a stockroom or storage yard for tools and parts used in a trades operation; determining, identifying and selecting for issue items described by users in terms of their intended usage; recommending possible substitutes and interchangeable items; determining work sequences; methods, procedures, and techniques for setting up and shifting storage locations; and determining when tools and equipment should be routed to appropriate shops for test, repair, or calibration. May direct and oversee the work of other assigned lower graded personnel where the function is too small to support a full supervisor.

SELECTING SUPERVISOR: MAJ PETER B. PICARD